

**WILLIAMSBURG PLANNING COMMISSION  
MINUTES  
Wednesday, April 17, 2002**

The regular monthly meeting of the Williamsburg Planning Commission was held on Wednesday, April 17, 2002, at 3:30 p.m. in the Council Chambers at the Stryker Building.

**CALL TO ORDER and ATTENDANCE**

In the Chairman's absence, First Vice-Chairman Scruggs called the meeting to order. Present in addition to Mr. Scruggs were Commissioners Smith, Young, Freiling, Hertzler, and Friend. Absent was Planning Commission Chairman Davis. Also present were Planning Director Nester, Zoning Administrator Murphy, City Attorney Phillips and Secretary Scott.

**MINUTES**

Mr. Freiling moved that the minutes of the March 20 regular meeting be approved as submitted. Mr. Friend seconded the motion, which carried by roll call vote of 6-0.

**CONSENT AGENDA**

Mr. Young moved that the case on the consent agenda, **PCR #06-02** be approved with one contingency. Mr. Scruggs seconded the motion, which carried by vote of 6-0.

**PCR #06-02:** Capitol Landing Development, Inc., 802 Capitol Landing Road – two lot subdivision (Capitol Pancake House and adjacent hotel). The Commission approved the subdivision contingent upon the recordation of the Declaration of Covenants and Conditions.

Recorded vote on the motion:

Aye:	Smith, Young, Freiling, Scruggs, Hertzler, Friend
No:	None
Absent:	Davis

**PUBLIC HEARINGS**

**PCR #04-02:** Amendment of the 1998 Comprehensive Plan by revising the Richmond Road Planning Area, the Transportation chapter, and the Future Land Use Map, by the addition of a new street connecting Richmond Road and the proposed Treyburn Drive. The Commission recommended approval by a vote of 6-0.

Mr. Nester reviewed the memorandum dated April 9, 2002 in which it was noted that URS Consultants conducted a traffic analysis of the Torsion property that indicated that commercial development of the property would require a new road connection between Richmond Road and Treyburn Drive farther west, at the approximate mid-point on Richmond Road between Bypass Road and Ironbound Road.

Vice-Chairman Scruggs called for comments from the Commission:

- This concerns a connection, not an extension
- It is anticipated that there will be a traffic light installed at the connection
- There is currently no plan to extend New Hope Road over to Treyburn
- There will be minimal impact on the wetlands
- Street connection is needed for development of the property whether it is developed as the High Street proposal or another project

Mr. Scruggs opened the public hearing.

There being no comment the public hearing was closed.

Vice-Chairman Scruggs asked for the Commission's pleasure. Mr. Freiling moved that the Planning Commission recommend to City Council that the 1998 Comprehensive Plan be amended by adding a street connection between Richmond Road and Treyburn Drive. Mrs. Smith seconded the motion, which carried by vote of 6-0.

Recorded vote on the motion:

Aye:	Smith, Young, Freiling, Scruggs, Hertzler, Friend
No:	None
Absent:	Davis

### **OPEN FORUM**

Vice-Chairman Scruggs opened the Open Forum portion of the meeting encouraging comments from the audience on any topic.

There being no comment the Open Forum portion of the meeting was closed.

### **SITE PLANS AND SUBDIVISIONS**

**PCR #06-02** was approved with one contingency under the consent agenda.

**SPR #07-02:** Prince George Parking Garage, 230 North Henry Street – 362 parking spaces. The Commission approved the site plan with one contingency by a vote of 6-0.

Mr. Nester introduced Randy Holmes, architect for the project from Glave and Holmes, who gave a brief presentation of the project. Mr. Holmes stated that there were three key points in the formulation of the plans for the garage. The plan must:

- Be in harmony with the Comprehensive Plan,
- Be in harmony with the Zoning Ordinance, and
- Be in harmony with the character of the neighborhood.

He continued by briefly reviewing minor refinements to the original plan, and introduced Kim Edwards with Landmark Design who reviewed the landscaping plan for the project. It was noted that the need was to provide good lighting and security and to control any spillover light. Ms. Edwards said there would be a vegetative barrier along with a fairly dense fence to minimize the impact of vehicular headlights on adjacent properties.

Mr. Friend observed that lights on the top deck are on vertical poles that people will be able to see, but won't be able to see the light bulbs themselves. He commended the planners saying it sounds like the impact will be minimal.

Mr. Freiling disclosed his employment with the Colonial Williamsburg Foundation and stated that this association will in no way affect his exercising his independent judgment in discussing or voting on the matter before the Commission. Mr. Freiling asked why grayish-toned aggregate was used rather beige-toned which is used in most of the surrounding areas, and Mr. Holmes responded that the desire was to break up the monotony by introducing a different tone.

Mr. Scruggs opened the public hearing.

Travis Armistead, 400 Wormley Street in Yorktown, stated that he owns an adjacent property and is concerned with landscaping being so close to his property due to the possibility of repairs. He asked if there has been any provision for this. Mr. Scruggs responded that the utility department shared his concern and City staff has reviewed the concerns. Mr. Nester added that improvements have been made to the drainage system planned for Prince George Street and that the planning department staff will continue discussions with property owners in the area.

Vice-Chairman Scruggs asked for the pleasure of the Commission.

Mr. Scruggs moved that Planning Commission approve the site plan for the Prince George Parking Garage, contingent upon final engineering details being approved by City staff. Mr. Young seconded the motion, which carried by vote of 6-0.

Recorded vote on the motion:

Aye:	Smith, Young, Freiling, Scruggs, Hertzler, Friend
No:	None
Absent:	Davis

Mr. Scruggs stated that is he very pleased with the appearance of the Garage plans and is proud of the City of Williamsburg for moving ahead on this project, which is a model for urban parking and a tremendous merge between need and aesthetics.

**OLD BUSINESS – None**

**NEW BUSINESS - None**

**OTHER**

**Off-Campus Student Housing** – presentation from students in the Sharpe Program at the College of William and Mary.

Mr. Nester introduced freshmen College of William and Mary students Peter Baxter, Dallas Sicay and Jonathan Whittlesey, who, in addition to Sharpe Fellow Steve Lipscomb, a senior, make up the team participating in the Sharpe Community Partnership Program with the Planning Department. Mr. Nester stated that he and the student group have met weekly at the Planning Department over the past year developing the study “Impact of Off-Campus Student Housing”.

Mr. Lipscomb, who assisted the team in the study, thanked Mr. Nester for the privilege to work with him this inaugural year of the Program.

The student team presented their findings to the Commission and audience. The College has 7250 students enrolled and 61% of these students live on campus, stretching on-campus housing facilities to the maximum. Other points:

- There is an information gap between the community and the off-campus housed students. There is no off-campus housing office at the College where needed information could be disseminated.
- A web page and a handbook for off-campus housed students was suggested by the team
- Although the student population is sometimes considered a blight, they often add vitality to our community
- A workshop informing and discussing renter’s rights and community responsibilities was suggested. Also, such a workshop could offer both students and residents the opportunity to become acquainted with their neighbors.
- The Neighborhood Council has talked a lot about students, housing and parking

Vice-Chairman Scruggs thanked the student team for their work on this project and noted that the information they have presented will be important for the City to use as it continues to deal with the impacts of student housing on the community.

Mr. Nester complimented the team on a good study and agreed a student handbook would be a good idea as a means of increasing student knowledge of rights and responsibilities while they are members of our community and how the City of Williamsburg can help with this part of their education. He concluded his commendation of the group by saying, “Thank you for a job well done.”

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**Beautification Awards Program**

Commissioner Smith announced that preparations for the Second Annual Beautification Awards Program are in progress. There will be five categories this year: Neighborhoods, Businesses, established and new, Service Clubs and Organizations, Individuals, and Institutions. Nomination forms will be available May 1, and can be picked up at the Chamber of Commerce building, Williamsburg Regional Library, or in the Planning Department. Deadline for nominations is July 1. Anyone can nominate someone, but the nominee must be within the City of Williamsburg city limits. Winners will be acknowledged at the September 18 Planning Commission meeting.

**INFORMATION ITEMS**

Report from City Council was received.  
Planning Department Monthly Report was received.  
Monthly Financial Statement was received.  
Capital Improvement Plan was received.

**PUBLIC HEARINGS SCHEDULED FOR MAY 15, 2002**

PCR #05-02: Request of Williamsburg Christian Academy, 309 Waltz Farm Drive, for a one-year time extension until June 30, 2003 on a special use permit that allows two 24'x40' classroom trailers (one classroom each) and two 24'x66' classroom trailers (three classrooms each). The present special use permit expires on June 30, 2002. This property is zoned RS-2 Single Family Dwelling District.

PCR #07-02: Amendment of Chapter 21, Zoning, of the Williamsburg City Code, Article VI, Signs, Sec. 21-750(d), Illumination. It is proposed to eliminate the provision that allows the Architectural Review Board to approve the outlining of trees and shrubbery with miniature white lights outside of the time this display is allowed for seasonal decorations (Thanksgiving through January 2).

The meeting adjourned at 5:00 p.m.

Billy Scruggs, First Vice Chairman  
Williamsburg Planning Commission